

TO: Workforce Investment Boards
WtW Grant Recipients

FROM: Craig E. Hartzer, Commissioner

DATE: January 8, 2001

SUBJECT: **DWD Communication 99-22**, rev. 1
Policy for Welfare-to-Work Allowable Activities

RE: Welfare-to-Work Program

Purpose

To revise Indiana Welfare-to-Work (WtW) policy because all allowable activities are intended to move current and past recipients of temporary public assistance (or the non-custodial parents of minor children benefiting from temporary assistance) from dependence to self-sufficiency.

To track WtW funds, it is necessary to define activities allowable for WtW clients.

Citation

20 CFR §645.220, including "Supplementary Information"
Personal Responsibility and Work Opportunity Reconciliation Act of 1996 "Section 404 '(h)
Balanced Budget Act of 1997 Section 5001 (a)'(5)'(C)'(i)
"Welfare to Work and Child Support Amendments of 1999," Title VIII of the Consolidated Appropriations Act for FY2000

Rescission

None

Content

All Welfare-to-Work activities are intended to move current and past recipients of temporary public assistance from dependence upon that assistance for the meeting of daily needs toward self-sufficiency. Activities appropriate for clients are to be locally and individually determined according to the economic situation of the local area and the client's previous training, work history, current circumstances, and specialized needs, as indicated in the client's Family Income Growth (FIG) Plan.

According to federal statute (Balanced Budget Act of 1997 Section 5001 (a)(5)(C)(i)) six different types of allowable Welfare-to-Work activities are distinguishable:

- 1) Community service or work experience programs;
- 2) Job creation;
- 3) On-the-job training;
- 4) Contracts for job readiness, placement, and post-employment services;
- 5) Vouchers for job readiness, placement, and post-employment services; and
- 6) Job retention or support services not otherwise available.

In accordance with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 "Section 404 '(h) and in accordance with the Federal Register (20 CFR §645.220), Welfare-to-Work funds may also be used for:

- 7) Individual Development Accounts (IDAs).

Also in accordance with federal regulations (20 CFR §645.220), Welfare-to-Work funds may also be used for:

- 8) Intake, assessment, eligibility determination, development of an individualized service strategy,

and case management.

These are defined as follows and apply to the above listed eight types as indicated:

Community Service---unpaid service for the community at a public or private not-for-profit site (Type 1);

Individualized service strategy---the plan to guide the client from welfare dependence to self-sufficiency, intended to be based on the Temporary Assistance to Needy Families (TANF) individual responsibility plan, where possible; called in Indiana the Family Income Growth (FIG) Plan; For further information, consult DWD Communication 98-42, Policy for Welfare-to-Work Participant Assessment and Service Strategy (Type 8);

Intake, assessment, eligibility determination, development of a FIG Plan, and case management---the commonly used procedures necessary to support the other WtW allowable activities, and warrant no further definition (Type 8);

Job Creation---temporarily-subsidized employment in a new permanent position that would not otherwise be available (Type 2);

Job Placement---placement in unsubsidized full-time employment, includes job search activities (Type 4 or 5);

Job Readiness---activities which may be provided before, during, and/or after employment to assist a client in maintaining employment; must be provided through job vouchers or contracts; part of a comprehensive program to move the participant from welfare to work; assistance in developing skills which are not job specific but are necessary to being employed, like punctuality; may include training in family life skills, job coping skills, and responsible parenting skills (Type 4 or 5);

Job Retention---any post-hire service focused on 'soft skills' rather than occupationally-specific ones, not educational in nature, and not otherwise available through TANF or Indiana Manpower and Comprehensive Training (IMPACT) funds; may include job stress coping skills, work regimen acclimation, and job enhancement services (Type 6);

Not Otherwise Available---post-employment services not available to that client through TANF or IMPACT funds or other local sources at that time, based on a reasonable search of available resources (Applicable to Type 6);

Occupational Skills Training---instruction to provide or upgrade individuals in the primary/technical and secondary/ancillary skills to perform a specific job or group of jobs such as auto mechanics, health services, or clerical training, may precede employment by not more than six months (Type 4 or 5);

On-the-Job-Training---employer reimbursed training (of a set time length) of specific occupational or job - related skills learned on the job by a newly hired worker, for example learning to run a drillpress; given to an individual while s/he is engaged in productive work, designed to provide individuals in the skills required to perform and essential to full and adequate performance on the job (Type 3);

Post-Employment---activities provided after the client has been placed in allowable employment or job (subsidized or unsubsidized); may include (but are not limited to) basic education, English as a Second Language (ESL), occupational skills, vocational education, mentoring; must be provided through job vouchers or contracts (Type 4 or 5);

Support Services---services necessary for the client to obtain or retain employment, not otherwise available to the client through TANF or IMPACT funds; may include child care, transportation, financial or personal counseling, emergency or short term housing assistance, or non-medical substance abuse treatment, based on individual assessment and a reasonable review of available resources (Type 6);

Wage Subsidy---temporary subsidy to a permanent job (Applicable to Type 2);

Work Experience---short-term or part-time paid work activity to acquire the appropriate work habits and behaviors, basic work skills, and knowledge necessary to perform and retain a job, without the expectation of continued work with that employer; paid service at a public, private, or not-for-profit site (Type 1).

Effective Date

July 1, 2000

Ending Date

On-going

Action

Grantees shall use these definitions of activities when accounting for the activities of WtW clients and the allocation of funds and shall limit themselves to these activities in the expenditure of WtW funds. (For further information, consult the Participant Management Information System (PMIS) Manual.)

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